

DD/A Registry
77-0523
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Executive Registry
77-352

DD/A Registry

File

Training 6

31 JAN 1977

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM : John F. Blake  
Deputy Director for Administration

VIA : General Counsel

SUBJECT : Enrollment of a Library of Congress  
Employee in a CIA Course

REFERENCE : Memo to DCI from IG, dated 8 March 1974,  
Subject: Enrollment of Secret Service  
Officer in a CIA Course

1. From time to time requests are received to enroll officers from non-Intelligence Community agencies in courses conducted by the Information Science Center of the Office of Training. These requests are referred to the Director of Central Intelligence for approval on a case-by-case basis in accordance with the Inspector General's recommendations in the referenced memorandum.

2. The attached letter from Harvey H. Joiner of the Library of Congress requests enrollment for Mervin J. Shello in the Survey of Intelligence Information Systems course beginning 21 February 1977. Mr. Shello's office performs classified research, of an intelligence nature, for Department of Defense programs, utilizing the vast holdings of the Library of Congress in conjunction with classified sources of information. The Survey of Intelligence Information Systems course will provide Mr. Shello with a better understanding of information processing and storage systems used by the Intelligence Community. This will enhance his effectiveness and efficiency in the performance of his intelligence duties.

/s/John F. Blake

John F. Blake

Attachment

SUBJECT: Enrollment of a Library of Congress Employee  
in a CIA Course

CONCUR

:



\*

Office of General Counsel

STATINTL

*Feb 2 '77*  
Date

APPROVED \*\*:

Acting Director of Central Intelligence

Date

\*\* See Note for DDA fr [redacted] A/DDCI,  
dtd 10 Feb 1977; Same Subject (attached)

STATINTL

DISAPPROVED:

Acting Director of Central Intelligence

Date

Distribution:

Orig - Return to DDA

1 - ADCI

1 - DDCI

1 - ER

1 - GC

2 - DDA

\*We wonder also if the issuance of [redacted] in 1976 doesn't provide for sufficient approval procedures to the end that it would not be necessary to refer to the Director each request for participation by personnel of other agencies in CIA training courses, as recommended by the IG memorandum of 8 March 1974 (reference).

STATINTL

OFFICE OF THE DEPUTY DIRECTOR

10 February 1977

77-352/1  
DD/A Registry

77-0805

NOTE FOR: DDA

SUBJECT: Enrollment of a Library of  
Congress Employee in a CIA  
Course

Jack:

Per our discussion today, I discussed  
the subject request with the DDCI, who  
had no objection.

STATINTL



A/DDCI

Attachment:  
ER 77-352

STATINTL

Approved For Release 2002/05/20 : CIA-RDP80-00473A000800060009-3

Approved For Release 2002/05/20 : CIA-RDP80-00473A000800060009-3



PERSONNEL OFFICE

December 21, 1976

Dear Sir:


The below named employee of the Federal Research Division, Library of Congress, is nominated to attend the course, Survey of Intelligence Information Systems, 21 February 1977 - 11 March 1977:

Mervin J. Shello, Unit Supervisor,

STATINTL

The Federal Research Division is engaged in support of Department of Defense programs and the course is directly relevant to the nominee's duties and responsibilities.

Sincerely,

  
Harvey H. Joiner, Jr.  
Training Officer

Director of Training  
Central Intelligence Agency  
Information Science Center  
Office of Training  
Washington, D. C. 20505

STATINTL

CC:   
Central Intelligence Agency  
Washington, D. C. 20505

8 MAR 1974

Executive Registry

74-3209

MEMORANDUM FOR: Director of Central Intelligence

FROM : Inspector General

SUBJECT : Enrollment of Secret Service Officers  
in Information Science Courses

1. Attached is an OTR request that a decision be made on whether or not Secret Service officers can be enrolled in OTR's Information Science courses, and the Survey of Intelligence Information Systems Course in particular. In addition to the decision on enrollment, OTR asks whether or not each request must be considered on a case-by-case basis.

2. Considering the possible flap potential involved as related to the Secret Service's apparent need for the training, I suggest that OTR train the Secret Service officers, but that requests be approved, or disapproved, on a case-by-case basis. The Economy Act would justify the training. It is an intelligence community inter-Agency course designed to help a variety of consumers and the Secret Service officers have found it useful in the past. On the other hand, case-by-case approval is suggested to ensure that the Secret Service officer has a real and specific need for the course. The General Counsel's comment is attached.

3. It is recommended that you approve the training of Secret Service officers in OTR Information Science courses but that approval be made on a case-by-case basis.

STATINTL

ILLEGIB

W-5.2  
[Redacted Signature]  
Donald F. Chamberlain  
Inspector General

Next 1 Page(s) In Document Exempt

22 FEB 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Enrollment of Secret Service Officers  
in Information Science Courses

REFERENCE : Memo dtd 21 Aug 73 to DD/M&S fr DTR,  
subj: Application from Secret Service  
for Enrollment in Information Science  
Course

1. Mr. Robert Kyanko, a Training Officer of the Secret Service, has informally requested guidance on the procedures he should follow to enroll in Information Science courses, specifically, the Survey of Intelligence Information Systems Course which will begin May 28.

2. The continuing interest of the U.S. Secret Service in the Information Science courses reflects the benefits that they have realized in the past from putting the training they have received into immediate operational practice. For example, the last Secret Service attendee, Mr. William M. Noonan, who attended the Information Science for Managers Course in April, 1973, was able to use some of the techniques he learned even while attending the course.

3. After Mr. Noonan's participation in the course in April, a request was received for enrollment of a Secret Service officer in a course to be given in the Fall. In response to our request for guidance on how to handle Mr. Noonan's enrollment, Mr. Colby said that pending clarification of relevant legislation a conservative policy should be followed with respect to training non-intelligence community personnel. We informally discussed the situation with the applicant. He was sympathetic to our problem and was satisfied with our decision not to accept his application.


ADMINISTRATIVE - SECRET ONLY



4. In view of the changing sensitivities with respect to training personnel from agencies and departments with internal U.S. responsibilities, I request your guidance in responding to this most recent request from the Secret Service. The main question here is whether we should respond to the current training request in the same manner we were instructed to deal with the earlier request. If the situation has changed, we need to know if Agency policy would permit Secret Service personnel to enroll in Information Science courses generally, or whether policy strictures require a case by case determination. If enrollment can be generally accepted, we suggest that we be authorized to advise the Secret Service to register their people directly with OTR's Registrar office. If enrollments can be entered only on a case by case basis, we suggest that we inform the Secret Service to have requests forwarded by their Director to the DCI.

5. For your information, we understand that the Secret Service would not place heavy demands on us for spaces in our Information Science courses. The purpose for attendance is consistent with Secret Service needs.

STATINTL

  
Alfonso Rodriguez  
Director of Training

ADMINISTRATIVE — INTERNAL USE ONLY

21 Aug 73

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Application from Secret Service for Enrollment  
in Information Science Course

1. The attached memorandum nominates a Secret Service Special Agent for enrollment in the Survey of Intelligence Information Systems Course starting 17 September 1973.
2. This interagency course, with student and staff participation from CIA, DIA, NSA and Army, Navy and Air Force Intelligence, is designed to introduce professional intelligence personnel to the uses of information handling systems and their application in the Intelligence Community. Each student will be taught to use a computer terminal and to apply computer library programs to intelligence problems. Fundamental techniques applying the principles of Information Science to the solution of intelligence analytic problems will be demonstrated. Field trips to NSA, CIA, and other community agencies will emphasize the role of computer-based intelligence information handling systems. Selected developments throughout the Intelligence Community will be described by members of the Information Science faculty and guest speakers.
3. In view of the current sensitivity with respect to the training of personnel from agencies or departments with internal U.S. responsibilities, I request your guidance in handling this request from the Secret Service. We have had past participation from the Secret Service in this course.

[Redacted Box]

STATINTL

*for*  
Alfonso Rodriguez  
Director of Training

ADMINISTRATIVE — INTERNAL USE ONLY

*Memorandum*

Approved For Release 2002/05/20 : CIA-RDP80-00473A000800060009-3

STATINTL

STATINTL

TO : Mr. [ ] - Office of Training

DATE: August 10, 1973

FROM : [ ] - Office of Training

File: 230.0

SUBJECT: Survey of Intelligence Information Systems Course, September 17 -  
October 5, 1973

Please enroll Douglas R. Laird, Special Agent, Intelligence Division,  
in the subject course. Mr. Laird is a GS-12. His social security  
number is [ ]

STATINTL

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[ ]  
Assistant to the Director

Internal Use Only

OGC COMMENT

SUBJECT: Enrollment of Secret Service Officers in  
Information Science Courses

STATINTL

[ ] of OTR advises this course is unique as it is given by the Agency for the intelligence community and involves training in statistical methods and operations research to enable those so trained to use more efficient techniques and thus substantially reduce their collection requirements and costs. It differs from available university courses in that it is tailored to the community user. Deputy General Counsel sees no objection to training Secret Service representatives and Mr. [ ] advises that the Secret Service is willing to write a letter to the Agency explaining their need to use the course if this will be helpful.

STATINTL

PT. 1  
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S  
SAM

Administrative - Internal Use Only

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<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Tom Holmes IG Staff		
2	2E24 Hqs.		
3			

Retyped

See OGC Comment -- last attachment.

<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	DISAGREEMENT
<p>Remarks: Tom: Per our telecon today, [redacted] of OTR advises this course is unique as it is given by the Agency for the intelligence community &amp; involves training in statistical methods &amp; operations research to enable those so trained to use more efficient techniques &amp; thus substantially reduce their collection requirements &amp; costs. It differs from available university courses in that it is tailored to the community user. I see no objection to training Secret Service representatives &amp; Mr. [redacted] advises that SS is willing to write a letter to the Agency explaining their need to use the course if this will be helpful.</p> <p style="text-align: right;">[redacted] Jr</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Deputy General Counsel ext [redacted]					3/5/74
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FORM NO.  
1-67

237

Use previous editions

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**PROCEDURES TO OBTAIN APPROVAL FOR CIA ASSISTANCE  
TO OTHER GOVERNMENT COMPONENTS**

- (1) Each responsible official will report to his Deputy Director or Head of Independent Office for approval every request for initiation or continuation of assistance to other government components excluding requests:
  - (a) Concerning activities explicitly authorized by NSCIDs, DCIDs, or by paragraphs 1c(7)(b) through (h) of this regulation;
  - (b) For permission for third agency dissemination;
  - (c) For preparation or passage of information, analyses of information, or reports concerning foreign phenomena, including foreign personalities;
  - (d) For security clearances and related information under Executive Order 10450 or Executive Order 10865;
  - (e) For employment references.
- (2) Reports relating to requests for initiation or continuation of support or co-operation as noted above will cover administrative, financial or logistical assistance, as well as operational and intelligence support. Such reports will include a description of the activity, relevant dates, organization(s) involved, rationale for activity, financial and manpower requirements and name of Agency employee to consult for additional information. Every such request which includes a prospective financial commitment by the Agency or which will entitle the Agency to an advance or reimbursement must be referred to the Director of Finance for consideration before final commitment is made. A copy of every request (including requests approved by the Inspector General under the provisions of subparagraph (3) below) relating to an activity which will involve either the receipt or expenditure of funds will be provided to the Director of Finance.
- (3) Deputy Directors and Heads of Independent Offices, in assuring the propriety of all undertakings covered by this regulation, will exercise approval authority on requests with which they concur for any new or continuing relationship compatible with relationships for which legality and propriety have been previously established, except requests for activities, undertakings or agreements that will involve policy or resource implications such as:
  - (a) Undertakings that would establish significant new policy or raise questions that suggest the desirability of establishing an Agency-wide policy;
  - (b) Agreements that contain provisions that must be cleared with, or reported to, the Office of Management and Budget;
  - (c) Activities that appear to be in conflict, or overlap with, other existing agreements or understandings with high level officials of other U.S. Government agencies;
  - (d) Arrangements of such complexity, sensitivity, or importance that the Director of Central Intelligence should be informed of them;
  - (e) Undertakings of such magnitude that reprogramming or reallocation of funds will be required;
  - (f) Arrangements which while technically appropriate may appear to conflict with the spirit of existing law or policy.

Deputy Director and Heads of Independent Offices will forward to the Inspector General any report with which they concur involving an undertaking of a character for which no precedent of legality or propriety has been established or which involves policy or resource implications such as those identified above. The Inspector General, after requesting and receiving the written

opinion of the General Counsel, will recommend initiation, continuation, termination or modification of the activity as he may deem appropriate. Where there is disagreement by the Deputy Director, the Inspector General or the General Counsel, the report will be forwarded to the Director for resolution.